

Invitation for Sealed Bids on State Surplus Property
State of Arizona Surplus Property Management Office
1537 W. Jackson Street, Phoenix, Arizona 85007
(602) 542 – 5701 Voice (602) 379 – 4929 Fax
Internet Address: <http://www.azdoa.gov/msd/surplus>

Sale Number: 7353P

Bid Opening Date and Time: December 14th 2007 at 2:00 PM **SHARP**

Inspection: December 10th. Through 13th 8:00AM – 4:00PM and December 14th 8:00 – 2:00 PM

Location: 1537 W. Jackson Street, Phoenix Arizona 85007

Sealed Bids will be publicly opened at the State of Arizona Surplus Property Management Office (SPMO) on the date and time specified.

By signature I certify that all bidder information is accurate and I agree to the instructions, the Terms and Conditions of Sale and Payment Terms as stated on the official bid document; that I have made myself familiar with the items I am placing a bid for; I waive any claims against the State of Arizona Surplus Property Management Office based upon any defects in the property I am placing a bid for; and I agree to submit payment for all items I am awarded and that it is my responsibility to meet all deadlines for payment and removal of property.

***Signature:** _____ ***Date:** _____

For Bids to be considered, please type or print all information and bid amounts clearly.

***First Name** _____ **MI** _____ ***Last Name** _____ **Suffix** _____

***Drivers License or State Issued ID Number:** _____ ***State:** _____

Company Name (if applicable): _____

Resale Number if purchasing for Resale: _____

(a copy of your resale license must be on file with this office or provided with your bid submission)

***Address:** _____

***City :** _____ ***State:** _____ ***Zip Code:** _____

***Phone Number with Area Code:** _____ or **Cell:** _____

E-mail Address for future sales notification: _____

*** Indicates Required Information Which Must Be Provided**

SPMO Use Only Bidder Number _____

Lot	Dollars	Cents	Description
4043			Computer Monitors on Six pallets
4044			Computer Monitors on Six pallets
4045			Computer Monitors on Six pallets
4046			Computer Monitors on Six pallets
4047			Computer Monitors on Six pallets
4048			Computer Monitors on Six pallets
4049			Computer Monitors on Six pallets
4050			Computer Monitors on Six pallets
4051			Computer Monitors on Six pallets
4052			Computer Monitors on Six pallets
4053			Computer Monitors on Six pallets

Lot	Dollars	Cents	Description
4054			Computer Monitors on Six pallets
4143			CPU's on Two pallets
4144			CPU's on Two pallets
4145			CPU's on Two pallets
4146			CPU's on Two pallets
4147			CPU's on Two pallets
4148			CPU's on Two pallets
4149			CPU's on Two pallets
4150			CPU's on Two pallets
LFPrinter1			Large Format Printer HP Design Jet755cm
LFPrinter2			Large Format Printer HP Design Jet755cm
LFPrinter3			Large Format Printer HP Design Jet 120nr
Copiers			Various office copiers
Lab			Photo Mini Lab Noritsu QSS 2611SM
Toner			Miscellaneous Toner & Printer Cartridges

This is a legal and binding contract between the State of Arizona Surplus Property Management Office (SPMO) and the person signing and submitting a bid for the property advertised within this sale. By signature, the bidder agrees to abide by all Instructions, the Terms and Conditions of Sale and Payment Terms as stated herein and failure to do so will render the bid invalid.

Instructions to Bidders

Please complete all the bidder information on the heading of the bid sheet. Type or clearly print all information.

Place the amount you are agreeing to pay in the space provided for each lot. Please make sure that your bid amount is on the same line as the item you are placing a bid on.

Sign the bid sheet accepting Terms and Conditions of Sale.

Submit your bid by Faxing, Mailing, or placing in the bid box located at the SPMO Office at 1537 W. Jackson Street, Phoenix, AZ 85007. Fax Number is: (602) 379-4929.

It is the responsibility of the bidder to submit their bid prior to the bid opening time indicated on the bid sheet. SPMO is not responsible for delays in mail delivery, busy fax lines or inoperable fax machines.

SPMO will contact successful bidders by telephone to notify them of successful award. SPMO is not responsible if the telephone number listed by the bidder on this sheet is inoperative or incorrect.

Terms and Condition of Sale

All property is sold "As Is and Where Is with All Faults and No Warranty, Written or Implied".

The SPMO reserves the right to reject any or all bids. The SPMO reserves the right to withdraw any property at any time prior to the sale. A minimum bid may be required on certain items. However, the price marked on the property, is not the minimum bid and therefore should be disregarded.

The description of property offered for sale has been compiled from available data and there is no guarantee or warranty on the part of the SPMO as to number, condition, or quality of property offered. Refunds or adjustments will not be made. Verbal comments by custodians of the property concerning the condition of property are not considered by the SPMO, nor will they be grounds for disputing an award of property. If property purchased is

equipment to be handled or driven and could possibly cause injury, no matter how remote, you are urged to have the equipment inspected by a qualified individual prior to driving or using the equipment.

Any costs for packaging, loading or transporting shall be assumed by the bidder unless otherwise indicated. Bidders are invited to and should inspect property of interest prior to submitting bids. Reasonable opportunity will be afforded for inspection up to bid opening time, but the state will not furnish labor or materials for such purposes.

Terms and Conditions of Sale Continued

The successful bidder is to assume all liability for the property after an award has been made. The State will exercise its usual care for protection up to the time of removal but will not be held responsible for any loss or damage to the property after an award. The purchaser assumes the obligation to save the State harmless and to indemnify the State from every expense liability or payment arising out of the purchase of the equipment.

No lump sum bids will be accepted. Bidders must bid on individual line items as listed on the bid sheet. Please clearly print all required information. All illegible bids will be rejected. Please check your bid for accuracy prior to submitting.

“An employee of the owning or disposing agency shall not directly or indirectly purchase or agree with another person to purchase surplus property if that employee is or has been directly or indirectly involved in the purchase, disposal, maintenance or preparation for sale of surplus property.” (Arizona Administrative Code R2-15-303.E.5)

Should you submit a bid with errors, please complete another bid sheet with the same Bid Number and Opening Date, complete with the same information as the Bid you wish to withdraw and write the following statement across the bid: “PLEASE VOID MY PREVIOUS BID FOR THE ITEM AND AMOUNT INDICATED”, sign and date the statement. All requests to void a bid must be received by the SPMO prior to the bid opening time indicated on the bid sheet. Phone calls or E-mails will not be accepted.

Payment Terms

Payment for items awarded shall be made within five business days after bid opening. If a successful bidder is awarded multiple items all items must be paid for at the same time. No partial payments on a single invoice or multiple invoices will be accepted.

Payment is accepted between 8:00 a.m. and 4:00 p.m. each working day for five days after bid opening at 1537 West Jackson Street, Phoenix, Arizona

All payments must be in the form of Cash, Cashiers Check, US Postal Service Money Order or Visa or Master Card Debit or Credit Cards (Card holder and card must be physically present at time of payment in order to utilize credit or debit cards, phone processing is not allowed.)

Certified / Cashiers checks or money orders must be made payable to: State of Arizona Surplus Property. If payment is to be mailed is shall be mailed to: Arizona SPMO 1537 W. Jackson Street, Phoenix, AZ 85007 or delivered to the same address.

Tax is not included in the bid price. A transaction privilege tax of 6.3% will be applicable to all sales unless current resale license is supplied.

No property may be removed by the successful bidder prior to full payment of the purchase price being received at the SPMO. The SPMO cannot be held responsible for late payments.

Pickup Terms and Conditions

Property must be paid for prior to removal and must be removed no later than five business days after payment is received.

Pickup hours are from 8:00 AM. to 4:00 PM, Monday through Friday, except State Holidays. A valid receipt given at time of payment is mandatory for pickup.

Property paid for but not removed in accordance with the terms and conditions listed herein will be charged a ten dollar per pallet, per day, storage fee. Property not picked up with ten days after the pick up deadline will be considered abandoned and disposed of at the Surplus Property Management Office's discretion.

AZ SPMO Bid Submission Form Revised 11/2007